

The Indiana Department of Correction

presents



New Employee Orientation: Performance Management

Performance Objective

Understand the
Performance
Management Program
that has been
implemented for all State
of Indiana employees.

Performance Management Program

- Performance ratings and pay increases are determined by your results.
- Measurable goals are the foundation of this program.
- The objective of the program is continuous improvement—reaching higher targets each year.

Performance Management

The performance management process is a big change from what was in place previously.

It is based on the results or outcomes of your work, not just the activities you perform day-to-day.

Performance Management

All employees receive a goal-orientated work profile at the beginning of their employment. The actual performance evaluation is then based on this profile. Completing the work profile file, at the beginning of employment, lets staff know exactly what they will be evaluated on throughout the review period.

Performance Evaluation Ratings

Performance evaluation ratings reflect the decision by your immediate supervisor and upper management as to the results you produced over the review period. You will be rated in one of three ways: 1) meets expectations, 2) exceeds expectations, or 3) does not meet expectations.

Performance Evaluation Ratings

What does a rating of “Meets Expectations” mean?

It means that you are meeting the significant performance expectations of your job. Employees who earn this rating will receive a 4% pay increase.

Performance Evaluation Ratings

What does a rating of “Exceeds Expectations” mean?

It means the employee is exceeding the significant performance expectations of their job. Employees who earn this rating will receive a 10% pay increase.

Performance Evaluation Ratings

What if you receive an overall rating of “Does Not Meet Expectations”....are you about to be fired?

- No! But the ball is in your court to make some changes.
- This rating is given to any employee who is not meeting any one or more significant performance expectations of their job.
- You will be given a work improvement plan (WIP) to address the area(s) not performed up to par.
- You are expected to bring your performance up to expectations and, if you don't, there will be consequences.
- Work Improvement Plans can be established for 30, 60, or 90 days at management's discretion. If an employee is very close to succeeding at the end of a *WIP* a second *WIP* may be given.

Employee's Role

- Be involved in establishing your work profile.
- Ask questions to make sure you understand your performance expectations.
- Be sure you completely understand how each performance expectation/goal will be measured and what you need to do to earn a rating of "Meets Expectations" or "Exceed Expectations."

Employee's Role

If you don't have a work profile within the first month of employment, keep asking your supervisor when you can meet to put one together.

Employee's Role

- Bring to your supervisor's attention conditions or circumstances that are changing during the review year, which could impact your ability to complete a performance expectation.
- Ask your supervisor periodically how you are doing and ask for at least one meeting mid-way through the review period to discuss how your performance is measuring up to expectations.

Employee's Role

If you disagree with the performance rating you received:

- Check to see if you achieved results which are not included on the evaluation—remember that this is an evaluation of results, not activities.
- Discuss with your supervisor any questions you have about what is on the evaluation.
- Seek out a member of your agency's HR department to discuss your results.

Further Questions After Today?

Talk with your training coordinator,
your agency human resources
professional, or log onto the
performance management web page:

http://w.w.w.in.gov.jobs/employeerelations/perf_app_info.html

You have now completed *Phase One of New Employee Orientation*.

If you viewed this orientation through the use of compact disc, please return the disc on your first day of official employment.

